

Section 158—Training Program

158.1 General Description

The Contractor shall provide training according to the approved training program and the contract provisions. The Contractor should furnish training in the different phases of the approved program.

The [Office of Equal Opportunity](#) is responsible for administering and monitoring the Federal-Aid Training Program.

For more information, please see Subsection 107.05 of the Specifications.

158.1.01 Definitions

General Provisions 101 through 150.

158.1.02 Related References

A. Standard Specifications

Section 107—Legal Regulations and Responsibility to the Public

Section 158—Training Program

B. Referenced Documents

Approved training programs are contained in the Georgia On-The-Job Training Program Manual.

Inspection and reporting requirements for Federal-Aid Highway Construction Contract Training are outlined in Transmittal 1 of the FHWA Federal-Aid Policy Guide.

158.1.03 Submittals

A. Proposed Program

The Contractor has 30 days from the Notice to Proceed date to submit an acceptable training program to the Georgia Department of Transportation (GDOT) Project Engineer. Failure to submit an acceptable training program, as determined by the Engineer will result in the withholding of all progress payments, until one is submitted. GDOT Project Engineer will forward the Training Program request to:

[Office of Equal Opportunity](#)
Georgia Department of Transportation
One Georgia Center
600 W. Peachtree Street
Atlanta, Ga. 30308

Project Engineer must submit to the Office of Equal Opportunity a cover letter indicating the job classifications from the Contractor and the names of the trainees, and completed 1409 forms within five (5) business days of receipt of information from Contractor.

B. Proposed Participants and Periodic Reports

The following reports are required for Federal Training Programs:

1. Labor Interview Form

Project personnel shall conduct periodic interviews with each trainee to ensure that the employee is receiving training in the various phases of the approved program. The interviews shall be documented on the Labor Interview Form (English version) and maintained in the Project records.

2. Enrollment and Termination Trainee Reports

The Enrollment and Termination Trainee Report (Form 1409) provides information for support services information, such as recruitment and placement, to the Contractor. The report is also used to make monthly reports to the [Federal Highway Administration \(FHWA\)](#) concerning the number of trainees enrolled in the program. These reports and any requests for support services shall be sent to:

[Office of Equal Opportunity](#)
Georgia Department of Transportation
One Georgia Center
600 W. Peachtree Street
Atlanta, Ga. 30308

3. Enrollment Report (Form FHWA-1409)

Immediately after a trainee is enrolled into the program, the Contractor shall complete two copies of this form through Item 10. Submit one to the Area Engineer and the other to the [Office of Equal Opportunity](#). Trainees should initial this form in the appropriate place. The [Office of Equal Opportunity](#) will send a letter of approval or denial to the Contractor and the Area Engineer.

The [Office of Equal Opportunity's](#) approval of this form signals the beginning of training and should be filed in the Project records.

4. Quarterly Report (Form FHWA-1409)

The Contractor shall send copies of this completed report to the Project Engineer and the [Office of Equal Opportunity](#).

5. Semi-Annual Report (Form FHWA-1409)

The Contractor shall complete 2 copies of this report following the end of 6 months of training. Submit 1 copy to the Project Engineer and 1 copy to the District Office of Equal Opportunity. This report will certify the total number of hours per trainee for the 6-month period.

The Project Engineer shall review the Semi-Annual Report for accuracy and spot check it to ensure that training hours listed for the 6-month period correspond with the payrolls submitted by the Contractor. Maintain the report in the Project records to support payment to the Contractor.

6. Termination/Transfer/Graduation Report (Form FHWA-1409)

Upon a trainee's termination, transfer, or graduation, the Contractor shall complete three copies of this form. This form should include the hours of training for the current half-year and contain the total hours of training the trainee completed. Submit one copy to the Project Engineer and two copies to the District Office of Equal Opportunity.

The Project Engineer will use this report as the Semi-Annual Report to support payment for the specified trainee. The records supporting payment for training hours shall be audited as any other Pay Item in the Contract.

158.2 Materials

158.2.01 Delivery, Storage, and Handling

General Provisions 101 through 150.

158.3 Construction Requirements

158.3.01 Personnel

General Provisions 101 through 150.

158.3.02 Equipment

General Provisions 101 through 150.

158.3.03 Preparation

General Provisions 101 through 150.

158.3.04 Fabrication

General Provisions 101 through 150.

158.3.05 Construction

General Provisions 101 through 150.

158.3.06 Quality Acceptance

General Provisions 101 through 150.

158.3.07 Contractor Warranty and Maintenance

The Contractor shall maintain proper records of each trainee's training and wages. The Prime Contractor is responsible for maintaining records (such as FHWA-1409) even if training slots have been delegated to an approved Subcontractor.

158.4 Measurement

General Provisions 101 through 150.

158.4.01 Limits

General Provisions 101 through 150.

158.5 Payment

The Contractor shall pay the minimum wage rates specified by the contract, i.e. 60 percent of the journeyman's rate for the first 2 quarters, 75 percent for the third quarter, and 90 percent for the last quarter of the training period.

Normally, the Contractor will receive payment for training hours the month following the end of the 6-month period. The Project Engineer shall also check the Contractor's payrolls to ensure that the wage rate complies with the level of training, and each trainee receives the appropriate wage rate.

158.5.01 Adjustments

General Provisions 101 through 150.